



Job Vacancy Announcement

Date Posted: 11/04/2022

Position Title: Assistant Comptroller
Dept/CC: Comptroller

Reports to: Comptroller

Position Purpose:

Under the supervision of the Comptroller, performs a variety of complex, supervisory, professional, analytical and technical duties related to the accounting and finance functions of the City.

Essential Functions:

- Assists the Comptroller in planning, managing and directing the daily activities and operations of the Comptroller Department.
- Generates and records monthly journal entries for cash transactions, payroll, interest, investments, revenue, taxes and administrative expenses.
- Records cash receipts in ledger and reconciles cash receipts.
- Performs various accounting functions such as balancing and reconciling ledger accounts as well as compiling and balancing reports.
- Initiates banking transactions for approval and prepares the City's bank and trustee reconciliations.
- Identifies, researches and resolves accounting complications.
- Assists with fiscal year end reporting, annual audit, and Police and Fire pension fund.
- Maintains files of financial records and activities with the ability to maintain confidentiality.
- Maintains comprehensive, current knowledge and awareness of applicable laws and regulations.
- Obtains high standards of performance and productivity; Ability to prioritize work and meet deadlines.
- Well-developed oral/written communication skills (including the ability to communicate complex numerical data effectively).
- Attends all City Council meetings and attend all board meetings as assigned by the Comptroller.
- In the absence of the Comptroller, manages and represents the department in all City financial matters.

Qualifications:

- Bachelor's degree in accounting or finance from an accredited university.
- Three (3) to five (5) years of progressive accounting experience, preferably with Governmental experience.
- 1-2 years of management experience strongly desired.
- Payroll experience a plus.
- GAAP of 4 years and GASB standards expected
- CPA (Preferred)

HOW TO APPLY: Please apply online by visiting the website at: <https://citykankakee-il.gov/application-for-employment.php>. Application Deadline: **November 18, 2022 5:00 PM**. EOE